

ARTICLE 3. CONTINUING EDUCATION

R4-15-301. Required Continuing Education Hours

- A. During the two-year period immediately preceding license expiration, a licensee applying for a renewal license shall have completed 25 hours or more of continuing education.
- B. A licensee may complete a maximum of 12 continuing education hours from a correspondence or distance learning format.

R4-15-302. Approval of Continuing Education

The following continuing education is approved by the Board:

- 1. Continuing education taught by associations, corporations, or organizations:
 - a. accredited by the National Commission for Certifying Agencies , or an equivalent organization.
 - b. authorized as a provider by the National Certification Board for Therapeutic Massage and Bodywork.
- 2. Continuing education sponsored by a massage therapy school or bodywork therapy school that is:
 - a. Affiliated with a community college located in the state of Arizona, or
 - b. Approved by the Arizona State Board for Private Postsecondary Education;
- 3. Continuing education offered by a regionally accredited post-secondary institution in a state other than Arizona; or
- 4. Continuing education offered by an institution approved by a post secondary educational entity in a state other than Arizona.

R4-15-303. Documentation of Completion of Continuing Education

When renewing a license, a licensee shall submit with a renewal application documentation of completion of 25 hours of continuing education that includes:

- 1. The name of the licensee,
- 2. The title of the continuing education,
- 3. The subject matter of the continuing education,
- 4. The date of the continuing education,
- 5. The hours completed,
- 6. The location where the continuing education took place,
- 7. The name of the instructor providing the continuing education, and
- 8. Signature of the licensee.

ARIZONA STATE BOARD OF MASSAGE THERAPY

1400 W Washington, Ste. 230
Phoenix, AZ 85007

IMPORTANT RENEWAL INFORMATION

Please read carefully. This is a preview for renewals go the directory to check on your expiration date Renewals will be sent to your mailing address 60 days prior to your expiration date, make sure your address stays current ([address change form](#)). Your renewal is due back in our office by or before your birthday (Expiration date noted on the renewal form). Postmarked after your birthday are considered late and a late fee is due. All fees' are NON-REFUNDABLE.

Renewals must be mailed complete. This means you must enclose the following:

1. **A Money Order or Cashier Check ONLY** in the amount of **\$75.00** made out to the “AZ Board of Massage Therapy”. **(NO personal checks accepted)**
2. Your completed renewal application form. (make sure you sign the form).
3. Send a copy of a government issued photo ID (example drivers license, passport).
4. Send and attach with **scotch tape only** a passport photograph (2x2) taken within the past 60 days.
5. A Copy of each of your certificates for Continuing Education (CE's).

CONTINUING EDUCATION:

You are required to complete a minimum of 25 hours of continuing education in order to renew your license. Only **12 hours** of distance/correspondence learning is acceptable. The other 13 must be workshop, seminar, lecture, conference, class or instruction related to massage. The Arizona Board does not pre-approve CE's. It is your responsibility to make sure that a course is offered by an “Approved Provider”, **(R4-15-302)** There will never be a published list of courses. You need to find a course that you would like to take and make sure the course is from an approved provider

DO NOT SEND IN CE'S BEFORE YOU RECEIVE YOUR RENEWAL.

ALL LICENSEES MUST COMPLETE THE 25 HOURS STARTING FROM ISSUE DATE TO RENEWAL DATE. CE'S CANNOT BE CARRIED OVER TO THE NEXT LICENSE PERIOD.

Late Renewals – Renewals postmarked after your birthday are late. If you renew late, you are required to include a late fee of **\$40.00** in addition to the **\$75.00** renewal fee. The total amount due will be \$115.00 in the form of a MONEY ORDER or CASHIERS CHECK. The Board does not grant waivers or extensions.

Failure to Renew – If you do not renew your license it will EXPIRE. It is a class 1 Misdemeanor to work without the required state license. It is unlawful for you to practice massage therapy in the State of Arizona without the required license.

A. R. S. §32-4226. Renewal of an expired license; reinstatement of a lapsed license

A. The board may renew an expired license on payment of a renewal fee and a delinquency fee and on proof that the applicant continues to meet all requirements for continuing competency and continuing education established by the board.

B. The board may reinstate a lapsed license on payment of a renewal fee and a reinstatement fee and on proof that the applicant continues to meet all requirements for continuing competency and continuing education established by the board.

C. If a person's license has lapsed for more than three consecutive years, that person shall reapply for a license and pay all applicable fees. The person shall also demonstrate to the board's satisfaction competency in the practice of massage therapy or shall serve an internship under a restricted license or take remedial courses as determined by the board, or both, at the board's discretion. The board may also require the applicant to take an examination.

You are encouraged to make a photocopy of your renewal application and the attachments before mailing it to the Board. Your license number will remain the same. Initiating contact to confirm the receipt of fees or the status of your license prior to this time **will not expedite** the renewal process.

If you have additional questions please refer to the Arizona State Laws & Rules at www.massageboard.az.gov

Arizona Board of Massage Therapy
1400 W. Washington Ste. 230 Phoenix AZ 85007
602-542-8604 Fax 602-542-3093
www.massageboard.az.gov

Change of Name/Address Form/Duplicate Form

PRINT CLEARLY

Name _____ License # MT- _____

☐ Duplicate (**include \$25.00 money order or cashier check**)

If you would like a plastic Massage Therapy License include recent 2 x 2 color photo

Type of change requested choose all that apply:

☐ **Name Change**

☐ **Physical Address**

☐ **Business Address**

Indicate by checking the box which address you want posted on the Website: ☐ Home ☐ Business ☐ Other

Resident address: Will be public if no other address is given - **PHYSICAL ADDRESS IS REQUIRED:**

Complete Street address _____ include (Apt #) _____ (City) _____ (State) _____ Zip code _____

Massage Business address: Business Name _____

Business Street address _____ include (Ste #) _____ (City) _____ (State) _____ (Zip Code) _____

Mailing/Other address if different from home:

PO Box/House #/Street Name _____ (Ste #) _____ (City) _____ (State) _____ (Zip Code) _____

Phone # _____ Business # _____ Cell # _____

Name Change;

From _____
Last First Middle

To _____
Last First Middle

Name changes require legal documentation showing the name change. Please make sure that PHOTOCOPY of one of the following accompanies this form

1. Marriage License must indicate the original signature and seal from clerk of the court.
2. Divorce Decree indicating restoration of your maiden name
3. Court ordered adoption, name change of Federal identity change

All changes need to be submitted in writing. You can fax or mail this document. Address change you can submit by email. Use this format when emailing at info@massageboard.state.az.us

Please note that pursuant to A.R.S. 32-4225 (C), **“Each licensee is responsible for reporting to the Board in writing, name change and changes in business and home addresses and phone numbers within ten days after any change.”**